



**South Florida Water Management District  
Governing Board  
HUMAN RESOURCE AND OUTREACH COMMITTEE**

**MINUTES**

Wednesday, February 13, 2008  
Immediately following the Audit and Finance Committee Meeting  
B-1 Auditorium  
District Headquarters  
3301 Gun Club Road  
West Palm Beach, FL 33406

**Members Present:**

**Eric Buermann  
Nicolas Gutierrez – Chairman  
Patrick Rooney, Jr.**

**Charles Dauray  
Melissa Meeker**

**Not Present:**

**Eric Buermann**

**1. Call to Order**

Chair Gutierrez called the meeting to order at 10:35 am.

**2. Agenda Changes/Additions/Deletions**

There were no changes to the agenda.

**3. Approval of August Minutes**

- **Motion made by Melissa Meeker, seconded by Charles Dauray, to approve the following item (3). Vote called. Voting yes: Nicolas Gutierrez, Patrick Rooney, Melissa Meeker, Charles Dauray. Motion passed.**

**4. District Policy and Procedure for Funding Community Partnerships and Outreach – Deena Reppen, Deputy Executive Director, Government and Public Affairs**

Deena Reppen, Deputy Executive Director, Government and Public Affairs presented information on the community partnerships and outreach activities.

Mr. Dauray provided comment on the media budget and outreach to the school system and public.

Ms. Reppen reported on the objective: to have a policy that guides the District's decisions relating to funding the District's outreach activities including local outreach programs, educational events and community partnerships. The policy outlines funding approval and funding procedures.

Mr. Rooney provided comment on the public outreach, public perception and made a recommendation to increase the budget.

Mr. Dauray reported on marketing and water conservation.

The Committee recommended approval of the outreach, education and paid media policy by the full Board. It will appear as a Consent Agenda item in March. The Committee also agreed that additional funds should be awarded for conservation education/outreach efforts.

- **Motion made by Melissa Meeker, seconded by Patrick Rooney, to approve the following item (4). Vote called. Voting yes: Nicolas Gutierrez, Patrick Rooney, Melissa Meeker, Charles Dauray. Motion passed.**

**5. District Workforce Diversity Report – Lourdes Ramos, Director, Human Resources (HR) Solutions Department**

Lourdes Ramos, Department Director, Human Resources presented a workforce diversity report. Her opening statement exemplified the commitment of this agency to value it's diverse workforce describing diversity as the *"cornerstone of our strength."*

The report indicates that the total workforce (filled positions) as of January 16, 2008 was 1750 which included 29% minority representation. Women represent 37% of the total District workforce.

Minority representation in our professional and managerial ranks is strong compared to national and regional data and overall, our representation is generally close or on par with regional and national statistics.

While women are under-represented in our overall workforce, we have made great strides in the science, engineering and project management ranks as well as at the executive level where women represent close to 50% of the District's executive team, including our Executive Director, Carol Wehle.

Ms. Ramos reviewed many of the programs and strategies that the District implements to foster an environment that welcomes diversity and provides opportunities for all employees regardless of age, color, disability, gender, marital status, national origin, race, sexual orientation or veteran's preference.

Strategies include such things as an open and fair recruitment process to supervisory development programs and employee involvement activities.

**6. Updates – Lourdes Ramos, Director, HR Solutions Department**

- **Customer Service Training Pilot**
- **Career Series Implementation**
- **Career Fair**
- **Employee Development Projects**
- **Employee Events**

**Customer Service Training Pilot**

As a result of the Customer Service Fast Team recommendations training is scheduled to begin on March 24, 2008 and go out through June. Approximately 800 employees will participate in this first phase in fiscal year 2008 with the remainder to be scheduled next fiscal year.

The training will include basic customer service practices as well as the incorporation of District standards which were developed by a pilot group and the Customer Service Implementation Team and adopted by the District Leadership Team.

**Career Series Implementation**

Science/Engineering/Project Management completed last year. This year there are a number studies to be completed including science/engineering and electrical technicians; Information technology, planners, regulatory positions, the management job group, and others.

**Career Fair**

The 2008 career fair was a huge success resulting in 19 hires which was an increase from last year's 16. Overall participation increased as well to 665 up from 485 last year.

**Employee Development Projects**

Mentoring program has kicked off with 16 mentees and 16 mentors. The goal is to pair aspiring supervisors with appropriate mentors and provide meaningful learning opportunities for the group. The program will run from February to June.

The internship program will provide opportunities for 18 students over the summer this year. The internships are spread through all five resource areas and will certainly provide a positive and meaningful experience for the interns.

**Employee Events**

**Employee Picnic**—the theme is *Watercolors*; Saturday February 16, from Noon to 5 PM.

**Women's History Month** - celebration on March 5, 2008 from 11-12. The District will have Mary Ann Carroll one of the "Highwaymen" artists as a keynote to honor women and the Arts. There will also be an exhibit of the District's women artists and a panel discussion.

## **7. Old Business / New Business**

There was none.

## **8. Public Comment**

Ms. Meeker indicated that we should consider a volunteer program that will enable some of the long-term employees that will be retiring to continue to participate and contribute to the District's mission.

## **Adjourn**

Chair Gutierrez adjourned the meeting at 11:25 am.

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Nicolas Gutierrez, Chair  
Human Resources and Outreach Committee

Recorded By:

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Cathy Widness  
Administrative Assistant Senior  
Office of Governing Board and Executive Services